

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Maria Precilla P. Balo has assumed the duties and responsibilities as Administrative Aide III of the Department of Civil Engineering effective January 25, 2021.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Maria Precilla P. Balo as Administrative Aide III.

Done this 25<sup>th</sup> day of January, 2021 in Visayas State University, Visca, Baybay City, Leyte.

  
**EPIFANIA G. LORETO**  
Head of Office/Department/Unit

Date: January 25, 2021

Attested by:

  
**LOURDES B. CANO**  
HRMO

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*